

NEVADA DEPARTMENT OF CORRECTIONS	SERIES 100 GENERAL ADMINISTRATION	SUPERSEDES: AR 105 (05/08/02)
ADMINISTRATIVE REGULATIONS MANUAL	ADMINISTRATIVE REGULATION 105 DEVELOPMENT OF INSTITUTIONAL PROCEDURES	EFFECTIVE DATE: 06/16/03

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PURPOSE

To set forth a standardized format for the effective implementation of Institutional Procedures.

To establish specific institutional procedures unique to each institution/facility to implement the guidelines as set forth in the Administrative Regulations.

AUTHORITY

NRS 209.131

RESPONSIBILITY

All Wardens/Division Heads are responsible for developing institutional procedures to implement administrative regulations within each institution/division.

DEFINITIONS

DIVISION HEADS – Those individuals responsible for the major divisions of the Department; such as Personnel, Inmate Services, Fiscal, Inspector General’s Office, Procurement, Accounting, Offender Management, Stores, Medical, and Prison Industries.

APPLICABILITY

This regulation applies to all staff that develops, write, and implement institutional procedures.

PROCEDURES

105.01 INSTITUTIONAL PROCEDURES

1.1 The Warden /Division Head will assign a staff person for:

1.1.1 Properly maintaining the master copy of all institutional procedures;

1.1.2 Disseminating the Institutional Procedures to staff.

1.2 The Warden/Division Head shall ensure that all Institutional Procedures are reviewed annually and updated as needed **(3-4013)**.

1.3 All institutional procedures will be prepared using the following format:

NUMBER and TITLE.

PURPOSE AND OBJECTIVE – State the purpose, i.e., what is to be accomplished.

REFERENCES – List the Administrative Regulation number used as a reference, ACA standard, or other.

APPROVAL AND REVIEW – All Institutional Procedures shall be approved by the Warden/Division Heads. All procedures will be reviewed annually.

RESPONSIBILITY – Specify which staff members are responsible for the operation of the plan and in what manner.

PROCEDURES – List the operational details, which enable the institution/division to meet the purpose and objectives of this plan.

RESCISSION – List any procedures that are amended or superseded by the specific Institutional Procedure.

1.3.1 Across the bottom of the sheets include the name and number of the Institutional Procedure, page number, effective date of IP and name of institution/division. Example:

INSTITUTION/FACILITY NAME

1.3.2 On the last page of each Institutional Procedure, following the signatures, it shall be noted if the Institutional Procedure is inmate accessible, as determined by the Warden/Division Head. Example:

INMATE ACCESS

YES:

NO:

1.3.3 All institutional procedures require a final review and written approval of the Warden/Division Head.

1.3.3.1 A memo can be written by the Warden/Division Head to temporarily change an institutional procedure.

1.3.3.2 All relevant procedures must be revised within 30 days of the date the memo was written.

1.4 Institutional Procedures, which currently do not conform with the above format will be changed during the annual review process so that within a year all procedures shall conform with the above format.

1.5 Distribution of Institutional Procedures

1.5.1 Institutional Procedures will be disseminated to appropriate staff at their institution/facility **(3-4013)**.

1.5.1.1 Institutional procedures will be made available to all staff and volunteers.

1.5.2 Institutional Procedures will be made available to the public except those procedures designated as "Confidential".

1.5.3 Copies of those Institutional Procedures determined to be inmate accessible will be sent to the Inmate Law Library.

1.5.3.1 Inmates found in possession of unauthorized Institutional Procedures will be charged with Possession of Contraband.

1.5.3.2 Any staff member allowing such access will also be subject to disciplinary action.

1.5.4 A copy of all Institutional Procedures relating to Fiscal Management will be sent to the Assistant Director for Support Services.

1.6 Institutional Procedures should be developed and/or reviewed through staff meetings, suggestion programs, employee councils or similar formats **(3-4004)**.

1.7 Institutional procedures may not supersede Administrative Regulations.

1.7.1 If a conflict occurs, the Administrative Regulation is the controlling document and will be followed by staff.

1.7.2 This restriction does not prevent institutions/facilities from developing procedures with specifics unique to their institution/facility, in order to implement and comply with ARs.

1.8 Other Divisions, such as Health Care, Prison Industries, institutional procedures will follow the above format.

1.8.1 Headings will reflect the Department's title rather than the facility/institution located, (i.e. Health Care Institutional Procedures).

1.8.2 All procedures should be coordinated with institution/facility institutional procedures.

REFERENCES

ACA 3-4013 and 3-4004

ATTACHMENTS

None

Jackie Crawford, Director

Date

CONFIDENTIAL

Yes

XX

No

THIS PROCEDURE SUPERSEDES ALL PRIOR WRITTEN PROCEDURES ON THIS SPECIFIC SUBJECT.